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25X1

*for presentational material*

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
20 January 1987 - 26 January 1988

I. Status of Tasks Assigned by Senior Management:

*Combine w/ P&D*  
The Office of Logistics, Printing and Photography Division, (OL/P&PD) received an immediate priority request on Tuesday, 19 January, ~~at 1250 hours for 3 color vignettes, 3 11x14 prints, and 3 30x40 mounted prints~~ to be used by the Director of Central Intelligence (DCI) in his briefing with the Senate Foreign Relations Committee. The job was completed within several hours.

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II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. The Office of Logistics, Printing and Photography Division (OL/P&PD) has completed approximately two-thirds of the work required for publication of the Terrorist Profiles. This job is extremely labor intensive for P&PD Bindery personnel requiring a tremendous amount of cutting, collating, punching, insertion into 3-ring binders, and shrink wrapping. P&PD expects to make a partial dissemination of this publication by 1 February.

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25X1*include in DDA report when completed.*~~CONFIDENTIAL~~

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*Tell who  
info is contained  
in booklets of  
att. Sample*

*→ finished  
up to 8877*

C. The Office of Logistics, Printing and Photography Division (OL/P&PD) produced the Employee Personnel Profile for all OL employees below the SIS level this past weekend. This job required overprinting of text from electronic databases on [redacted] pre-printed paper using Xerox 2700 printers located in P&PD, [redacted] Building, and the [redacted]. When the printing was completed, these books were hand collated by Bindery personnel and covers attached. All books were delivered to OL Personnel and Training Staff on 25 January. [redacted]

*where*  
D. ~~The Office of Logistics, Printing and Photography Division (OL/P&PD) met the 21 January deadline for a~~ very complex group of illustrated charts [redacted] for the Directorate of Operations, [redacted]. These 4 ~~30x40~~ briefing boards were to be taken by the Deputy Director of Central Intelligence (DDCI) for a morning briefing with the President on Friday, 22 January. Although the job was completed on schedule, the briefing was postponed until Monday, 25 January. [redacted]

E. The Office of Logistics, Printing and Photography Division (OL/P&PD) was tasked by the Directorate of Operations, Africa Division (DO/AF) for an immediate priority request on Thursday, 21 January, which consisted of 5 16x20 briefing boards. These briefing boards are to be used in a presidential briefing at the White House. The job was completed according to schedule. [redacted]

### III. Upcoming Events:

Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) will be traveling to [redacted] on 27 January to discuss the Procurement Handbook with a representative of the Office of Training and Education (OT&E). It is anticipated that P&PD can receive a great deal of input from the OT&E representative since he is an instructor in a Procurement course. We hope that a number of graphics used in the course can be incorporated in the publication. [redacted]

### IV. Management Activities and Concerns:

None.

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